



**Immigrant Visa Checklist**  
**Consular Section, U.S. Embassy Kingston**

\_\_\_ **Medical Exam:** Please schedule your medical exam **no later than 2 weeks prior to your appointment time** to ensure the exam results reach the Embassy before your interview.

Note: A medical exam is valid for one year from date of completion if there are no health-related ineligibilities identified. A valid medical report is required to enter the U.S. on an immigrant visa.

**Date of Medical Exam:** \_\_\_\_\_ **Expiration Date (one year later):** \_\_\_\_

\_\_\_ **Police Certificate:** For each applicant aged 16 years or over. You must get a police certificate from your country of nationality, from each country in which you have lived for one year or more since your 16<sup>th</sup> birthday and from any country where you currently reside. **Police certificates are valid for one (1) year from the date they were issued.** We cannot issue a visa without a current, valid police certificate. Applicants who submitted a police certificate more than six months before their scheduled interview should bring a new, signed police certificate to the interview.

**Police Certificate Date:** \_\_\_\_\_ **Expiration (one year later):** \_\_\_\_\_

\_\_\_ **Birth Certificate:** For each applicant. You must have a certified original birth certificate for each applicant. If your petitioner (the petitioner is the person who filed for you) is your child, your brother or sister, you will also need a certified original birth certificate for them. For persons born in Jamaica, all birth certificates must be the new style issued by the Registrar General's Department on blue security paper. Handwritten documents or copies will not be accepted.

\_\_\_ **Passports:** For each applicant (valid for at least six months). Please bring your current passport, as well as all old passports containing a U.S. visa, *even if that visa is expired*.

**Passport Expiration Date (at least six months from data of visa issuance):** \_\_\_\_

\_\_\_ **Affidavit of Support (Form I-864):** For each applicant from the petitioner. Affidavits of Support must be original documents with original signatures; photocopies are acceptable only for derivatives. All sponsors must also provide their most recent U.S. tax return (Form 1040), and the

most recent W2 wage statement if the return is a joint return. If you are submitting documents from a “Joint Sponsor,” you will also need to provide a photocopy of the biographic page of the Joint Sponsor’s passport, Certificate of Naturalization or both sides of their Alien Registration (Green) Card. Your sponsor(s) may have submitted these documents to the National Visa Center prior to your interview. We suggest that you bring them to the interview too in case any documents are missing in order to avoid delays. All forms and instructions are found at [www.uscis.gov](http://www.uscis.gov). If there is any doubt that the petitioner financially qualifies according to poverty guidelines (published on form I864P) to sponsor all applicants, bring a Joint Sponsor Form I864 with the Joint Sponsor’s original signature and all supporting documentation to the interview.

\_\_\_ **(8) Color Photographs** of each applicant. Photographs must be show a full frontal view. See the attached form “Immigrant Visa Color Photograph Specifications” for more information. Of the (8) required photographs:

- (4) Photographs must be submitted at the time of the medical examination
- (2) Photographs are required to process your Jamaican Police Certificate,
- (2) Photographs must be brought to the Embassy.

\_\_\_ **Relationship Evidence:** For cases based on a spousal relationship (IR1, CR1, F32, F42, and F21 immigrant visa categories), evidence can include the following: documentation of having a biological child together (see below); evidence of visits including copies of passport stamps; evidence of having lived together; photos together over different time periods; money transfer receipts; or other evidence. **The spouse-petitioner is not required to attend the initial interview. If the spouse does choose to come to the Embassy on the interview day, because of visa demand and the number of daily interviews, the spouse will most likely not be seen by the interviewing officer at the time of the immigrant visa interview.**

\_\_\_ **Relationship Evidence:** Biological Parent-Child (IR2, CR2, F31, F33, F11, F12, F43, F22, F23, and F24 immigrant visa categories). A U.S. birth certificate or original birth certificate issued elsewhere listing both parents. Late registration of either parent’s name or unsupported name changes may require additional evidence. Any change of surname for parent or child should be supported with appropriate marriage certificate, divorce decree, or deed poll.

\_\_\_ **Marriage Certificates and Divorce Decrees:** Original certified marriage certificates for all applicants and the petitioner, if they are or have been married. If married in Jamaica, this copy must be the new style issued by the Registrar General’s Department on blue security paper. Handwritten documents or copies will not be accepted.

\_\_\_ **Military Records:** If you have served in the military, you must submit a military record for your complete years of service. This record must also show any convictions of crimes before any military tribunals.

\_\_\_ **Certificate(s) of No-Impediment to Marriage:** If you have any Jamaican-resident children

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who will accompany you and who are aged 18 or older, each such child can present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper. In addition, if you are a Jamaican resident and are seeking a visa in a category that requires you to be unmarried (IR2, IR3, IR4, F11, F22, or F24) and you are aged 18 or older, you can present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper.

**\_\_\_ Money:** The required fees are US\$230 for Family based petitions and US\$405 for Employment based petitions. If your relative in the U.S. has already paid either fee to the National Visa Center, you do not need to pay again. If the fees have not been paid, you may pay them at the Consular Section cashier in either Jamaican or U.S. dollars, but not a combination of both. Please have the exact change.

Additionally, beginning February 1, 2013, USCIS will impose a new Immigrant Visa Processing Fee of \$165.00. Successful IV applicants must pay the USCIS Immigrant Fee directly with USCIS before traveling to the United States. The only exemptions to this fee are children adopted under the Orphan (IR-3s/IR-4s) or Hague Processes (IH-3s/IH-4s), Iraqi or Afghan special immigrants who were employed by the U.S. Government, returning residents (SB-1s), and those issued K visas.

**\_\_\_ DHL Registration Confirmation Page:** Required for appointment dates March 18, 2013, onward. Prior to your appointment date, visit <http://usvisa-info.com> and select "Jamaica" for specific country information. Follow the instructions for "*IV Applicant Who Need to Register for DHL services.*" Your registration for the courier services is required for us to return your passport and documents to you.

**On the Day of Your Interview:** Arrive no earlier than fifteen (15) minutes before your scheduled interview. We share your goal of processing your application as efficiently as possible. A fully-prepared case with all needed documents moves through the Immigrant Visa process the most quickly. On the day of the interview, you can expect the following steps, which can take as long as several hours including waiting time:

- A. Security screening to enter the Embassy
- B. Fingerprinting and pre-screening (includes document collection, verification of fee payment, data-entry, and information gathering.)
- C. Interview (including fingerprint verification.)
- D. If applicable, notification of your next step to complete your case (need for additional information, documents, etc.)
- E. If the immigrant visa is approved, the documents will be sent via DHL to the point of sale or address you registered for after March 18, 2013, at: <http://usvisa-info.com>

**Important:**

**Please register your delivery location before going to your interview.** Otherwise, expect a delay in the return of your visa and passport. All applicants must register at: <http://usvisa-info.com> (select the country as Jamaica). Follow the instructions for “*IV applicant who need to register for DHL services.*” Your registration for the courier services is required for us to return your passport to you.

- Registration and basic courier service is free.
- If you have any further inquiries about the courier services, please visit <http://usvisa-info.com/>
- If it is determined that an immigrant visa can be issued, it can take up to several weeks, or more for processing and delivery of the immigrant visa package. **Do not make airline reservations until you have your immigrant visa in hand.**
- You will receive your immigrant visa package in a DHL envelope. You should open the DHL envelope. However, **do not open your sealed immigrant visa package.** Please examine the visa printed in your passport and the page stapled to the front of the visa envelope to make sure all information on it is accurate. If it is not, you may return to the embassy for appropriate corrections.
- You must hand-carry your immigrant visa package to the United States. Immigration officials will examine the documents contained in the package upon your arrival in the United States. **Do not put your visa package into your checked baggage.**
- **Your visa will expire after six months.** You must enter the United States with your immigrant visa within six months from the date that it was issued.